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|  Rainy River District<br>Social Services<br>Administration Board | <b>SECTION:</b> Health & Safety   |
|   | <b>POLICY TITLE:</b> Enforcement and Discipline   |
| <b>ORIGINAL DATE:</b> March, 2012   | <b>POLICY AREA:</b> Roles and Responsibilities  |
| <b>REVISION DATE:</b> July, 2014  | <b>POLICY NO:</b> HS-2.6  |
| <b>NEXT REVIEW DATE:</b> July, 2018   | <b>APPROVED BY:</b>  |

## Purpose

This standard is developed to provide, promote and communicate an effective corrective action mechanism that will assist in reducing the risk of personal injury, and to ensure that statutory obligations are met under the *Occupational Health & Safety Act*.

## Policy

The Rainy River District Social Services Administration Board will ensure and require that the provisions of the *Occupational Health and Safety Act* and *Regulations*, and the requirements of the program are carried out in the workplace by all workers.

All directors, officers, managers, supervisors and workers are expected to comply with their legislated duties and responsibilities under the Act.

No worker will be held accountable for any act, neglect or failure to act if the worker has not been made aware of:

- a) A danger or hazard;
- b) A contravention of the Act or Regulations;
- c) The applicable standards and procedures under the program; or
- d) If the worker has not received the appropriate training/instruction/information.

Workers are responsible and will be held accountable for acts, neglect or failures to act provided that appropriate training/instruction/information has been completed.

Accountability will be governed and enforced through progressive discipline.

## **Progressive Discipline**

Progressive discipline will be initiated and may include, but not be limited to:

- a) Re-training;
- b) Review of safety standards and procedures;
- c) Verbal warning;
- d) Written warning;
- e) Progressive suspension; or
- f) Dismissal.

The severity of the violation may result in discipline at any stage up to and including dismissal.

A record of discipline will be retained on the personnel file or contractor file for a minimum of 18 months.

A copy of discipline provided to any supplied labour will be provided to the firm supplying the labour. Depending on the severity of the discipline, supplied labour may be escorted off site and the firm advised that the worker can no longer provide services to Rainy River District Social Services Administration Board.

## **Training**

Appropriate training/instruction/information will be provided to comply with those duties outlined in the Act and required by RRDSSAB policy & procedures.

Workers "authorized" to carry out and apply standards and procedures under the program are expected to comply with and properly carry out and apply their respective assigned responsibilities.

Appropriate training/instruction/information will be provided for all authorized workers.

*Note:* For the purposes of this standard, a "worker" is a person employed by the employer who performs work for monetary compensation and would be covered as such by the *Workplace Safety and Insurance Act*, as amended. A "worker" also includes supplied labour.